

# NAVY PERSONNEL



# COMMAND



**Bureau of**

**Naval Personnel**

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## **ACTIVE OFFICER PROMOTIONS (PERS- 80)**



# PERS-801

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## ACTIVE OFFICER SELECTION BOARDS

SECNAVINST 1420.1A

## CRADLE TO GRAVE



# SCOPE OF BRIEF

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- ACTIVE OFFICER STATUTORY BOARDS
- DOES NOT INCLUDE:
  - RESERVE BOARDS
  - ADMINISTRATIVE BOARDS
  - APPLICATION BOARDS
  - ENLISTED BOARDS



# Statutory Selection Boards

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## How does the board process work?

- Promotion planning
- Board Preparation
  - Record Review
  - Briefing/Voting



# Officer Promotion Plan

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- Completed by Promotion Planners in Washington (OPNAV-13) with input from community managers
  - a 5-year plan used to estimate endstrength requirements and promotion opportunities
  - only current year is fixed - outyears subject to change as needed to manage endstrength
- Percentage to Select by Pay Grade and Board
  - (URL, EDO, HR, DC, MSC, SC, CHC, etc)



# The Process (Washington)

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Promotions are function of strength by grade based on:

- Legal Limit:
  - DOPMA Grade Table - Limits the number of CAPT/CDR/LCDRs based on total officer strength
  - **No DOPMA limits on Medical and Dental Corps**
- Vacancies:
  - Promotions, Retirements, Separations
- Requirement



# Promotion Zones

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- Goal (The Law) - provide relatively similar opportunity over a five year period
- Promotion Zone is the size of the population considered to fill projected requirement
  - **Composition of the zone is determined by lineal seniority**
  - Independent of Year Group
- Zone size is a function of promotion opportunity
  - Greater opportunity = smaller zone



# Promotion Opportunity

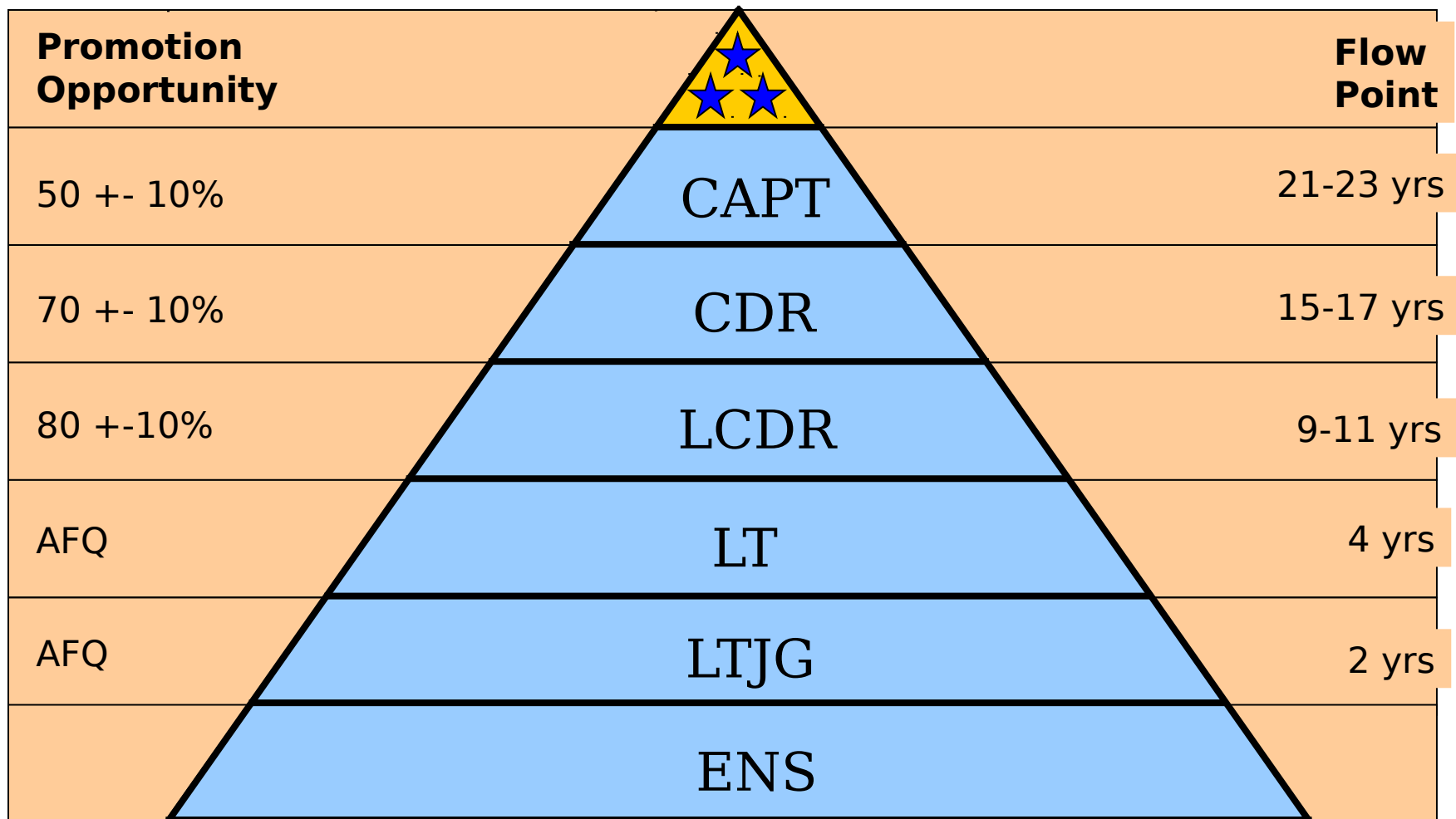
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- **Opportunity**: “**Chance**” of selection (determines zone size)
- **Selection Rate**: % of all officers selected for promotion
  - Includes officers selected from above/in/below the zone
  - Max Below Zone Legal Limit: 15% / Navy Policy 10%
  - Above Zone: No limit
- **Flow Point**: Average years of service when an officer is promoted (paid) to the next grade.





# DoD Parameters





# Promotion Zone Size

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- Zones are five year estimates
  - Only the current year zone size is firm
- Why does the zone size change?
  - Changes in requirements and vacancies
  - Estimating losses is a challenge
  - Change in total number of officers allowed by grade (DOPMA changes)
  - Meeting the goal/law of “relatively similar opportunity” over a five year period



# Officer Promotion Plan: When Am I Eligible?

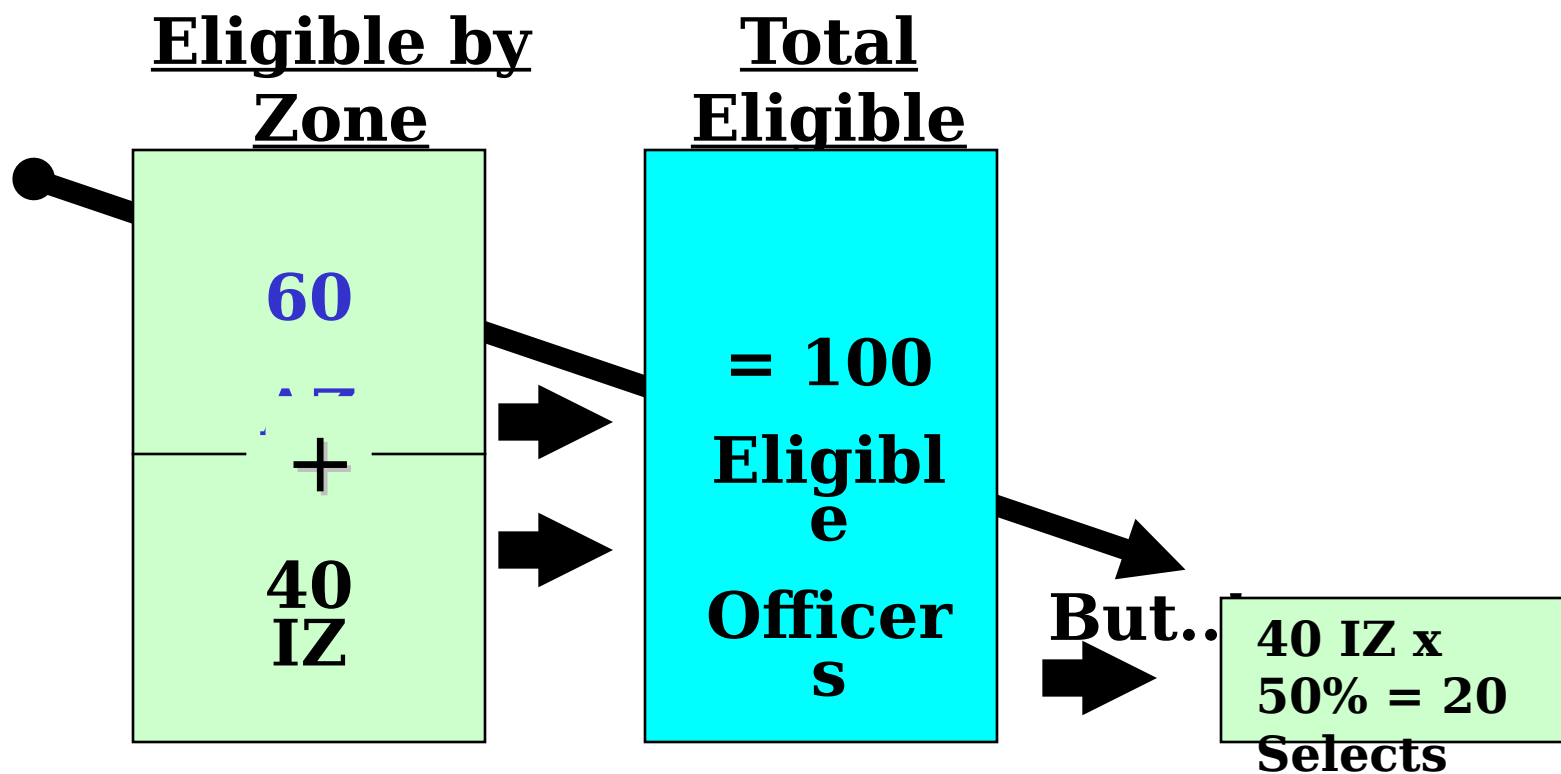
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- Promotion plan is basis for **ZONE ALNAV** (always comes out in December - 30 days prior to first board)
- FY04 Plan is ALNAV 100 / 02.
- Based on your Date of Rank and Lineal Number  
(available on BUPERS ACCESS or BUPERS ONLINE websites, Naval Register also)



# Promotion Opportunity

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# Pre-board (Millington)

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- **Execute Promotion Plan**
- Verify Eligibility: *Constantly changing*
- Computer Continuity Check of Regular FITREPs
- PRECEPT routed to SECNAV's office
- Membership / Assistant Recorders
  - Volunteer through detailer



# Board Recorder Week

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STARTS ONE WEEK PRIOR TO BOARD

- Manual Reviews *(DONE AS A COURTESY TO ELIGIBLE!)*
  - Regular Fitreps for the last five years
  - Check that OSR/PSR accurately reflects fitrep grades and awards
  - Verify Awards / Education
  - Check photo for in current grade
- Messages sent for missing fitreps only!

***YOUR PERFORMANCE IS UNKNOWN IF  
YOUR RECORD IS NOT UP TO DATE!!!***



# **Officer/Performance Summary Record (OSR / PSR)**

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- Annotated to Identify:
  - **Joint Officers (JSO, JCS, OJT)**
  - **Acquisition Professionals (AP)**
  - **SECNAV Approved Resignations (Voluntary)**
  - **SECNAV Approved Retirements (Voluntary)**
  - **Fiche 5 Now Field Code 17**
  - **Letter to Board**
  - **Zone (AZ, IZ, BZ)**



# Board Correspondence

## (Up to Board convening date)

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### **Letter to Board:**

- Addressed to Board President from eligible officer
  - May include anything eligible officer feels should be included in board deliberations. Use discretion!!!
- Normally used to forward Letters of Recommendation

**Fitness reports** (usually included in Letter to Board)

- Validated by appropriate NPC authority

**No third party correspondence**





# Typical Board Flow

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- Members report
  - Review Precept
  - Take Oaths
  - Recorders Admin remarks and briefings
- Members split into specific boards
- Members review and grade records in boardrooms
- Members brief and vote records in tank
- Review, grade, brief and vote until number of tentative selects equal the number authorized.



# Competitive Categories (Line)

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## **UNRESTRICTED LINE**

Unrestricted Line	(110X/111X/112X/ 113X/ 114X/13XX)
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## **RESTRICTED LINE**

Human Resources	(120X)
Engineering Duty	(14XX)
Aerospace Engineering (Engineering)	(151X)
Aerospace Engineering (Maintenance)	(152X)
Information Professional	(160X)
Cryptology	(161X)
Intelligence	(163X)
Public Affairs	(165X)
Oceanography	(180X)

## **LIMITED DUTY**

Limited Duty (Line)	(6XXX)
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# **Competitive Categories (Staff)**

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## **STAFF**

<b>Medical Corps</b>	<b>210X</b>
<b>Dental Corps</b>	<b>220X</b>
<b>Medical Service Corps</b>	<b>230X</b>
<b>Judge Advocate General Corps</b>	<b>250X</b>
<b>Nurse Corps</b>	<b>290X</b>
<b>Supply Corps</b>	<b>310X</b>
<b>Chaplain Corps</b>	<b>410X</b>
<b>Civil Engineer Corps</b>	<b>510X</b>

## **LIMITED DUTY**

<b>Limited Duty (Staff)</b>	<b>65XX</b>
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# **BOARD COMPOSITION**

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## **~~SECNAVINST 1401.3~~**

- Unrestricted Line (Minimum Criteria)
  - 5 AVIATORS (at least one - 1320)
  - 4 SURFACE (1 Can be either an 1130 or 1140)
  - 3 SUBMARINE
  - 1 General URL (FSO - 11XX)
  - 1 JOINT REP
  - 1 ACQUISITION PROFESSIONAL REP
  - MINORITY / FEMALE REPS
  - 1 USNR OFFICER



# BOARD COMPOSITION

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- Restricted Line
  - 3 RL
  - 2 Surface, 2 Submarine, 2 Aviation
  - Joint, AP, Minority, Female, Reserve
- LDO
  - 4 LDO
  - 2 Surface, 2 Submarine, 2 Aviation
  - Joint, AP, Minority, Female



# BOARD COMPOSITION

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## STAFF CORPS:

- 4 Community Members & 1 URL (minimum)
  - 3 Community Members & 2 URL on Chaplain Corps Boards
  - Flag Boards - majority is from URL
- Minority, Female, Reserve (Except LDO)
- Joint, AP (Supply, CEC Only)



# PRECEPT LETTER

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- Membership, Date, and Location
- Selection Standard
- Authorized Percentage to Select
- Show Cause Determination
- General Procedural Guidance
- Skills Guidance
- Equal Opportunity
- Board Reports
- Oaths



# Appendix B

## Skill Guidance

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- Best and fully qualified to meet the needs of the Navy.
  - Proven excellence in operational environments
  - Performance in command (if applicable)
  - Demonstrated leadership, skill, integrity and resourcefulness
- Graduate Education / Specialty Training
- Clinical proficiency/skill and management skills
- Innovation and Retention Effectiveness





# LDO Skill Guidance (EXAMPLE)

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- There are shortages in the number of officers needed to meet Limited Duty Officer (Line) requirements in the categories of Surface Engineering (613X), Submarine Communications (629X), and Aviation Maintenance (633X). The board should give appropriate consideration to officers with these skills when selecting officers best and fully qualified to meet the needs of the Navy.



# **TITLE 10 PROMOTION POLICY OBJECTIVES**

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- ***JCS* - Officers who are serving on, or have served on, the Joint Staff are expected, as a group, to be promoted to the next higher grade at a rate not less than the rate of the same competitive category as officers who are serving on, or have served on, the headquarters staff. ( $JCS \geq OPNAV$ )**
- ***JSO* - Officers who have the joint specialty are expected, as a group, to be promoted to the next higher grade at a rate not less than the rate for all officers of the same competitive category. ( $JSO \geq \text{Board Average}$ )**
- ***OJT* - Officers who are serving in, or have served in, joint duty assignments (except JCS and JSOs) are expected, as a group, to be promoted to the next higher grade at a rate not less than the rate for all officers of the same competitive category. ( $OJT \geq \text{Board Average}$ )**



# TITLE 10 PROMOTION REQUIREMENTS

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- *General Rule* - An officer on the active-duty list may not be appointed to the grade of rear admiral (lower half) unless the officer has completed a full tour of duty in a joint duty assignment.
- *Joint Stamp* = Meets Title 10 (no waiver, currently serving in, waiver or Pre-'87 tour)



# JOINT TOUR WAIVERS FOR O-7 SELECTS

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- *Currently Serving in a Joint Billet*
  - 180 days in tour prior to commencement of board
  - Must complete two years in the tour
- *Pre 1987 Joint Tour*
  - 12 months in joint tour that began prior to 1/1/87
  - Prior to creation of Joint Duty Assignment List
- *Professional* such as Medical, Dental, Medical Service, Chaplain, JAG
- *Scientific / Technical*
  - such as ED, AED, PAO, OCN, Acquisition Professional
- *Good of Service*
  - No previous joint tour; first flag tour must be joint

























# GRADING / VOTING CRITERIA

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## BRIEFER ASSIGNS GRADE:

- 100 OR A ABSOLUTELY SELECT
- 75 OR B PROBABLY SELECT
- 50 OR C NOT SURE
- 25 OR D PROBABLY NOT
- 0 OR NO DO NOT SELECT



# **Full Record Review & Brief (AZ/IZ only)**

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- Random distribution to ensure impartiality
  - First Review - Random
  - Second Review - by same designator, if first review was not
- Member reviews all fitreps, etc --  
annotates highlights on OSR/PSR for tank
- Grades record
- Briefs record in tank



# Special Considerations

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- Adverse personal knowledge of an eligible
  - Only admissible if documented in record
- No third party correspondence
- Members must brief Letter to the Board and Field Code 17 info in tank

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F/E

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9

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NAME			OFFICER SUMMARY RECORD				
			YG 79	DATE PROC:		120498SEQ.NUM: 0744	
SSN	FILE NO	DESIGNATOR	DATE OF BIRTH	AGE	PROF.SERV.DATE	FOR BOARD USE	
		1320	570310	41			
PROM HISTORY: DATE OF RANK	CAPT.	CDR 940801	LCDR 890601	LT 830601	LTJG 810530	ENS 790530	WARRANT
PRESENT DUTY STATION NSAWC				PRESENT BILLET TRA PLN AVFLGT			
EDUCATION				SERVICE SCHOOLS ATTENDED			
COLLEGE	DATE/LEVEL	MAJOR	LANG PROF	SUB-SP	COURSE: AV SAF COMMAND NAVWC COMD STF		
NWC NPT RI	91 MASTER	FRGN AFF		0028G	DATE/WKS: 9402 01 9006 42		
SALVE REGI	90 MASTER	STRG GEN			COURSE: SLATS		
CITADEL	79 BACH/1 PR	MANAGMNT			DATE/WKS: 8701 02		
					COURSE: DATE/WKS:		
ACTIVE DUTY BASE DATE 790512	PREVIOUS MIL SERVICE:	YEAR	MONTHS	HIGHEST RATE/GRD	REMARKS		
					E-2 C.O. ALWAYS ABOVE THE PACK, COMMUNITY LEADER, RECOMMENDED FOR FRS C.O. BY BERNIE SMITH.		
				PERSONAL DECORATIONS			
				MER SVC MDL 01 AIR MDL S/F 03 NAV COM-V 03 NAV COM 04			
				SELECTED FOR JUNIOR SERVICE COLLEGE SELECTED FOR SENIOR SERVICE COLLEGE			
				UNDERWAY QUALS, JPME-READY FOR JOINT.			
SPECIAL QUALIFICATIONS							
1. CARAEW E2C 2. AVIACDR CMD 3. CDO UNDRWAY 4. JPME PHASE1 5. NFOTRA ATDS 6.				7. 8. 9. 10 11 12			
				LPH/LHA/PHILBRON BONUS SELECT			

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## OFFICER SUMMARY RECORD

NAME:			DESIG: 1320																				PAGE			1 OF 3											
GRADE	STATION	DUTY	RPT DATE	#M OS	REPORTING SENIOR	SPECIF 0	1	2	3	PERF 5	1 7	0	COMPARISON 0	1	2	3	5	7	0	DESIRABILITY 0	1	2	3	5	7	0	PROMOT E	P	N	0	1	2	3	5	7	0	REMARK
1	NROTC UNIT THE CIT		0579	02	STEWART	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	RG	
1	NAVAVSCOL SCOM, PNC		0779	02	STEELE	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	RG	
1	VT 10, TR ARON TEN		0979	05	DOWNES	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	RG	
1	NAVAVSCOL SCOM, PNC		0280	00	STEELE	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	RG	
1	RVAW120, CARAEWTRAR	RNSTUD	0280	09	ALLEN	6	-	7					-	-	-	-	-	-	-	-	3					-	-	-	-	6						RG	
2	CARAEWTRAR ONE TWO	1ST LT	1280	15	GLAESER	5	1	0	1				-	4						-	5						N	X		-	5	1				RG	
3	VAW 123 CARAEWTRAR	PO	0382	10	MAHOOD J N	5	1	1					-	4	3					-	5						/	3		-	6					RG	
3	VAW-123, CARAEWTRAR	ADO	0183	05	MAHOOD J N	5	1	1					-	1						-	5						/	1		-	6					RG	
3	VAW-123, CARAEWTRAR	AMO	0583	07	BUNTON R L	5	1	1					-	7						-	5						/	4		-	6					RG	
3	VAW-123, CARAEWTRAR	AMO	0184	03	BUNTON R L	5	1	1					-	1						-	5						/	1		-	6					RG	
3	VAW 120, CARAEWTRAR	NFO	0484	09	ODEN L N	6	1	3					2	7						-	5						/	1		-	6					RG	
3	VAW 120, CARAEWTRAR	NFO	0185	05	ODEN L N	6	1	3					1	4						-	5						/	1		-	6					RG	
3	VAW 120, CARAEWTRAR	AIC	0585	07	SPRAGUE J W	5	1	3					3	0						-	5						/	2		-	6					RG	

NAME:						DESIG: 1320										PAGE 2 OF 3														
GRADE	STATION	DUTY	RPT DATE	#M OS	REPORTING SENIOR	SPECIF	PERF	1	COMPARISON	1	DESIRABILITY	1	PROMOT		TRAITS	1	REM ARK													
						0	1	2	3	5	7	0	0	1	2	3	5	7	0	0	1	2	3	5	7	0				
3	VAW 120, CARAEWRON	AIC	0186	04	SPRAGUE J W	6	1 _3						3 _1							_5					/1 1	-6				RG
3	VAW 120, CARAEWRON	DIVO	0486	05	KRAFT C M	5	1 _2						-1							-5				/1	-6				RG	
3	CARAEWRON ONE TWO	ASSIST	0986	04	ESEMAN T S	5	1 _3						1 _1							-5				/7	-6			CMD	RG	
3	VAW 127, CARAEWRON	OPS	0187	13	COOPER W J	5	1 _3						1 _0							-5				/7	-6			CMD	RG	
3	VAW 127, CARAEWRON	AOPS-A	0288	06	COOPER W J	5	1 _3						9 _1							-5				/7	-6			CMD	RG	
4	VAW-127, CARAEWRON	SAFETY	0788	10	PACENTR ILLI L	5	1 _3						1 _1							-5				1/1	-6			VAW CMD	RG	
4	NAVWARCOL NEWPORT	STU-DU	0789	11	KURTH R J	F	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	RG	
4	VAW-120, NAS NORFO	NFOSTU	0690	02	LANG T C	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	RG	
4	VAW-123	CVW-1	0990	02	BOWMAN M L	6	1 _3						3 _1							-5				1/3	-6			CMD	CF	
4	VAW-123	ASUW O	0990	02	MAURER M L	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	RG		
4	VAW-123	CVW-1	1190	06	BOWMAN M L	6	1 _3						1 _1							-5				1/1	-6			CMD	CF	
4	VAW-123	OPERAT	1190	12	MAURER M L	5	1 _3						4 _1							-5				4/4	-6			MAJ CMD	RG	
4	VAW-123	MAINTA	1191	13	WINSLOW M J	5	1 _3						4 _1							-5				1/4	-6				RG	





SSN: DATE OF REPORT: 12/04/98

PAGE 1 OF 5

[illegible]



# Vote to Tentatively Select

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- Follows full review and brief of all AZ/IZ records
- Select top records
- Drop from further consideration low scoring records
- “Crunch” what’s left



# SCATTERGRAM

---

100	3	3	100
97	3	6	97
94	2	8	94
93			93
91	3	11	91
87	2	13	87
83	3	16	83
80			80
77			77
74	5	21	74
71	6	27	71

To select 12



# SCATTERGRAM

---

	100	3	3	100	
	97	3	6	97	
	94	2	8	94	
	93			93	
	91	3	11	91	
	87	2	13	87	
	83	3	16	83	
	80			80	
	77			77	
DFC	74	5	21	74	
	71	6	27	71	To select 12

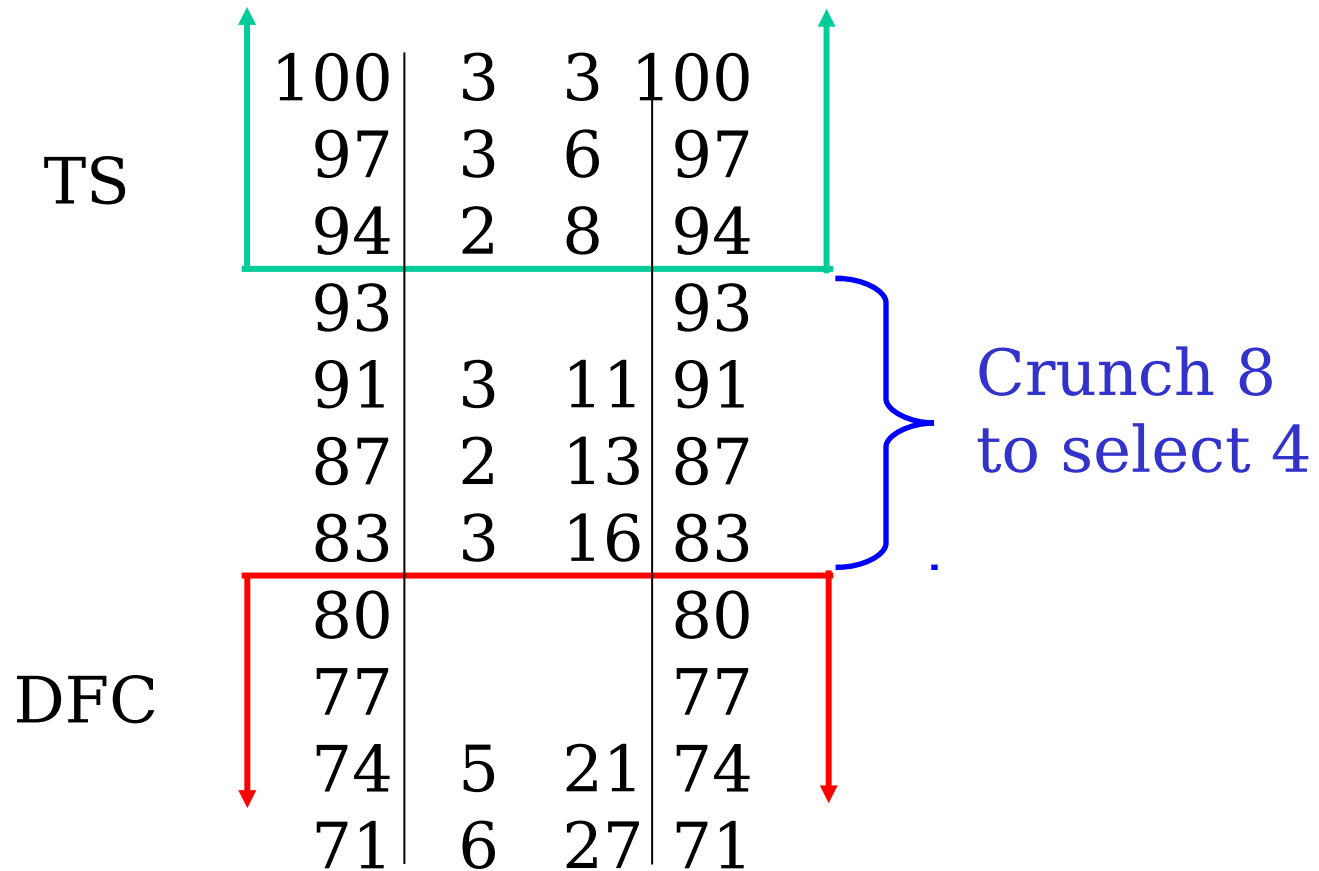


# SCATTERGRAM

TS	100	3	3	100
	97	3	6	97
	94	2	8	94
	93			93
	91	3	11	91
DFC	87	2	13	87
	83	3	16	83
	80			80
	77			77
	74	5	21	74
	71	6	27	71

To select 12

# SCATTERGRAM





# Vote to Brief

## (Below Zone Records)

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- OSR / PSR projected without any briefer annotations, **as the NPC Official Record is recorded!!!!** - No scrub by Recorders until after making it into the crunch!
- Usually the first Vote is 100 (Yes) or 0 (No)
- Scattergram is cut and members vote which records are strong enough to join the CRUNCH of In and Above zone records.
- BZ eligibles not selected do not incur a failure of selection





# CALLOUT

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- Usually conducted by the President and the Recorder
- Brief Chain of Command on board results
  - Usually conducted within a few days following adjournment
  - SECNAV, CNO, VCNO, CNP Involvement



# Nomination Process

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<b>Stops in the chain</b>	<b>Reviewing official</b>
CNP	PERS-8 (Sel List), PERS-83 (Adverse Screen), PERS-8C (ROP/Nom/Scroll), DCNPC, PERS-00L (Legal Review), CNP
OJAG	Code 13, OJAG
CNO	CNO Legal, CNO
SECNAV	SECNAV Legal, SECNAV
JCS	Joint Chiefs of Staff (Active Duty 0-4 and above)
DOD	C&D, OEPM, General Counsel, R&A, MPP, FMP, P & R, SECDEF
POTUS	White House Military Office, POTUS
SENATE	Read into Record, SASC, Senate Confirmation (Active Duty 0-4 and above, Reserve 0-6 and above).



# When will I get promoted?

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- Fiscal year starting monthly in October
- **Estimates published on website**
- Not official until name on monthly NAVADMIN (DOPMA/Recalls etc)
- O-4 through O-6
  - 5% of list monthly for first 8 months
  - 15% of list monthly for last 4 months
- O-3 - First of month two years after LTJG
- CWO-3/4 - First of month four years after 2 or 3



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# NAVY PERSONNEL COMMAND

Bureau of  
Naval Personnel

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**Selection Boards**

[ [PERS-8 Home Page](#) ]

### Active and Reserve Officer Career Progression Division

-- Sponsored by **PERS-80**

- [Active Duty Line Officers](#) **UPDATED** 2 Oct 2001 (Info on O-4 Promos)
- [Active Duty Staff Corps Officers](#)
- [Reserve Officer Promotions](#) **UPDATED** 5 DEC 2001
- [FY-02 Continuation Board Information](#)
- [Special and Spot Promotions](#) **UPDATED** 2 Oct 2001
- [LDO/CWO](#) **UPDATED** 23 OCT 2001
- [Transfer Redesignation](#) **UPDATED** 03 OCT 2001
- [MSC](#) **UPDATED** 10 OCT 2001
- [MSC](#) **UPDATED** 03 OCT 2001

### Active and Reserve Enlisted Career Progression Division

-- Sponsored by **PERS-81**

- [Active Duty Enlisted Advancements](#) **UPDATED** 7 Dec 01
- [Reserve Enlisted Advancement](#) **UPDATED** (daily)



# **Help, I'm in zone!**

## **What do I do now?**

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- **Order microfiche online at [www.bupersaccess.navy.mil](http://www.bupersaccess.navy.mil)**
- **View OSR/PSR online at [www.staynavy.navy.mil](http://www.staynavy.navy.mil)**
- **Check everything in your record -- if not there, send to the board.**





# Maintaining Your Record

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- **Check for:**
  - **Regular FITREP Continuity**
  - **Awards**
  - **Photo in current Grade**
  - **Education Information**
  - **Service Schools**
  - **Special Qualifications (AQDs)**



# Letters to the Board

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- **From the officer to the Board President**
- **Not needed if your record is ready**
- **Don't send volumes -- keep pertinent**
- **Don't send anything you don't want the board to discuss! If you provide it, they can talk about it...**





# Promotion Observations

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- Performance in competitive jobs is the number **ONE** indicator of success - past and future
- Hard jobs are better
- Filling in blocks of OSR is very good:
  - Additional quals
  - Masters/Advanced Degrees
  - Subspecialties
- AVOID NOT OBSERVED FITREPS FOR LONG PERIODS AT WRONG TIME



# Fitrep Observations

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- Write your FITREP for a board member
- Include career milestones
  - Rank in peer group
  - Awards
  - Don't use job specific language/acronyms
  - Warfare Qualifications
  - future billet / promotion recommendations
- Don't send mixed signals!



# Written Comments (Block 41)

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A recent Reporting Senior wrote:

“Read this carefully...the rules force me to make him only a Must Promote. He is an Early Promote! He is rated against another O-X who I anticipate will be promoted. Joe’s turn is next. Joe would truly be number one in any other setting.”



# Written Comments (Block 41)

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## Opening:

**“Ranked 1 of 10 hand picked active duty officers.”**

## Closing:

**“He has my strongest endorsement and recommendation for aviation and major command. In addition, he has earned my strongest possible recommendation for accelerated promotion to captain now.”**



# FITREP Discussion

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- REPORTING SENIOR CUM
  - Combines all reports within pay grade
  - Active, Reserve, Line, Staff
- FITREP Point of Contact
  - PERS-311
    - (901) 874-3317
    - **P311@persnet.navy.mil**

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[illegible]



# Recommendation for Promotion QUIZ?!?! ---

Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote
<del>42</del> INDIVIDUAL					<del>X</del>	
<del>43</del> SUMMARY	0	0	0	0	2	0

OR??

Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote
<del>42</del> INDIVIDUAL						<del>X</del>
<del>43</del> SUMMARY	0	0	0	0	1	1





# Failure of Selection

## MILPERSMAN 1420-050

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- Above and In Zone officers only
- Formal FOS Counseling is provided by your detailer when **requested**. Board members and recorders are not allowed to discuss deliberations
- Applies to CWO3 - O6 Boards only